Alternative ILP Completion

Completion of an ILP is required by regulation of the Kentucky Department of Education. Completion data is collected at the state level through the web-enabled ILP system. Students must complete an ILP (web or paper version) every year unless the ARC determines it is not appropriate for an individual student to complete it.

The Alternative ILP Completion option allows teachers and advisors to indicate which students at their school are fulfilling the ILP requirement through alternative means.

REASONS FOR ALTERNATIVE COMPLETION

Exceptional Education Student – The student has exceptionalities that prohibit him or her from completing some or all components of the web-enabled ILP. ARC determines whether or not completing a traditional ILP is appropriate for exceptional education students.

Non-Traditional Student – The student is in a facility or location without internet access. In such cases, students must have an alternative plan on file with their school or facility.

There may be other reasons for students to participate in Alternative ILP Completion. Please note that it is the school's responsibility to ensure minimum high school graduation requirements are met, even if a student is marked with an alternative completion status.

HOW DO I RECORD ALTERNATIVE ILP COMPLETION?

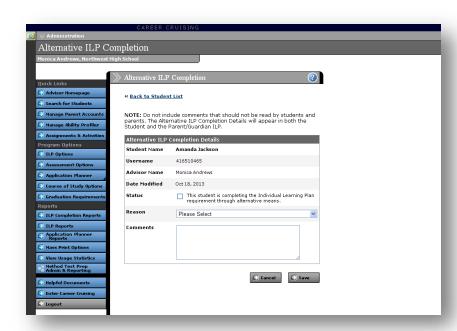
To designate a student as pursuing the Alternative ILP Completion option, search for the student using

the Search For Students feature of the School ILP Administration Tool.

From the View/Action dropdown menu on the Student List, select Alternative Completion.

Read through the About Alternative ILP Completion information and click OK to proceed.

Select the Status checkbox and the reason from the dropdown menu. Record any relevant comments regarding the student's status in the Comments



Alternative ILP Completion

section. Once you have entered the details for the student click on the Save button



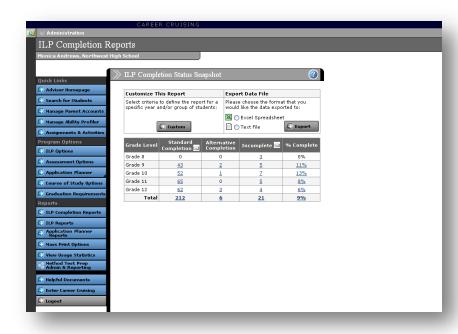
WHAT REPORTS ARE AVAILABLE?

Alternative ILP Completion Status can be tracked through a variety of aggregate reports:

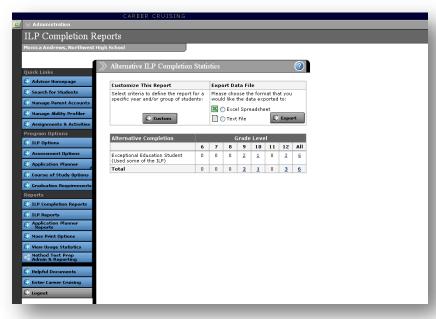
ILP Completion Status
Snapshot – This report
provides an overview of ILP
completion at the school by
grade, including Alternative
Completion.

ILP Completion Status by Student –This report is organized by student and shows you which components each student has completed. The ILP Completion Status by Student report can be exported in Excel or in text format.

Alternative ILP Completion
Statistics – This report
provides summary and
detailed data on Alternative
ILP Completion at the school.
The summary report groups
students by grade level and
reason for Alternative ILP
Completion. Users can view
the list of students in each
category as well as the
Alternative ILP Completion
details for each student.



ILP Completion Status Snapshot



Alternative ILP Completion Statistics

WHAT DO STUDENTS AND PARENTS/GUARDIANS SEE?

When students or parents/guardians of a student with an Alternative ILP Completion option enabled log in, they will see that the ILP Completion Status Bar shows 100% complete. Students and parents/guardians can view the Alternative ILP Completion details by clicking on the View Details link beside the ILP Completion Status Bar throughout the ILP.

